UNITED STATES GOVERNMENT

## 214/4V

Subject:	2-VVAY IVIEIVIO	SENDER (Originator of message): Use brief, informal language. Conserve space. Forward original and one copy.  RECEIVER (Replier to message): Reply below the message, keep one copy, return one copy.		
		DATE OF MESSAGE		
То:		SIGNATURE OF ORIGI		
		TITLE OF ORIGINATOR	R	
FOLD	MESSAGE		FOLD	
	REPLY			
		DATE OF REPLY	ROUTING SYMBOL	
From:		SIGNATURE OF REPLI	 ER	
		TITLE OF REPLIER		

**INSTRUCTIONS** 

Use routing symbols whenever

possible.

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		SIGNATURE OF ORIGIN	NATOR
		TITLE OF ORIGINATOR	1
FOLD	MESSAGE		FOLD
	REPLY		
	KEPLY		
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		SIGNATURE OF REPLIE	<u> </u> ER
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То:		SIGNATURE OF ORIGI	NATOR
		TITLE OF ORIGINATOR	3
FOLD ———	MESSAGE		FOLD
	REPLY		
	III E		
		DATE OF REPLY	ROUTING SYMBOL
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